

Embassy of the United States of America Bamako, Mali Management Notice

MANAGEMENT NO.: S14-037

DATE: April 22, 2014

SUBJECT: ANNOUNCEMENT NUMBER: 14-017

OPEN TO: All Interested Candidates

POSITION: Mailroom Clerk
FSN-04, FP-AA

OPENING DATE: April 22, 2014

CLOSING DATE: May 6, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinary Resident (OR): **2,102,924 CFA per year
(starting salary before benefits and allowances)
Position grade: FSN-4

*Not-Ordinarily Resident (NOR): \$24,763 per year
Position grade: FP-AA

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bamako is seeking an individual for the position of Mailroom Clerk for the Embassy's Mailroom Section.

BASIC FUNCTION OF POSITION

The incumbent performs all functions of the mailroom; assists in the Integrated Logistics Management System (ILMS) pouch receiving and outgoing preparation, the Automated Military Postal System (AMPS) Diplomatic Pouch receiving and preparation; enters and tracks data of

Intelligent Mail Barcode (IMB). The holder of the position will provide exceptional customer service to pouch and DPO users.

A copy of the complete Position Description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

- Completion of secondary school.
- Two years of experience in a professional environment.
- Level III French and English (English will be tested).
- Ability to use Windows, Excel Word, outlook and Internet Explorer
- Knowledge of world geography, the U.S. postal system and U.S postal rates
- Good interpersonal skills and ability to work with American Staff as well as Local Staff
- Ability to lift 70 lbs.

SELECTION PROCESS:

When fully qualified, U.S. Citizens Eligible Family Members (USEFMs) and U.S Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

INTERESTED APPLICANTS FOR THIS POSITION MUST SUBMIT THE FOLLOWING OR THE APPLICATION WILL NOT BE CONSIDERED (AUCUN DOSSIER NE SERA ACCEPTE SANS LE FORMULAIRE DS174 REMPLI, LE CV AINSI QUE LES COPIES DE DIPLOMES, CERTIFICATS, ATTESTATIONS ET PERMIS):

1. Application for U.S. Federal Employment (DS-174) available on <http://mali.usembassy.gov/job-opportunities.html>; Applicant must specify on the third page of the Employment Forms (DS-174) part 24, their English knowledge level, **PLUS**;
2. A Current resume or curriculum vitae, **PLUS**;
3. Any other documentation (e.g., driver's license, copies of essays, certificates, awards, degrees earned) **that addresses the qualification requirements of the position as listed above.**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

SUBMIT APPLICATION TO

Human Resources Office - HROBamako@state.gov

Subject: [Mailroom Clerk](#)

POINT OF CONTACT

HRO: 2070- 2314/2316/2511 FAX: (223) 2070-2348

CLOSING DATE FOR THIS POSITION: MAY 6, 2014

The U.S. Mission in Bamako, Mali, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A: DEFINITIONS

1. *Non-Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

2. *Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with LCP.